

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Electrician II	OFFICE/BRANCH/SECTION Maintenance / 642 Stockton Electrical	
WORKING TITLE Electrician	POSITION NUMBER 910-640-6924-XXX	EFFECTIVE DATE 07/10/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

This is a journey level classification. Under direction, incumbents are responsible for the installation, maintenance and repair of complex electric and electronically controlled devices. Incumbents may act as Leadworker. Incumbents will install, maintain, and repair various types of electrical and electronic apparatus.

Employee may travel up to 25% of the time.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Works independently installs, repairs and maintains electrical and electronic equipment including, but not limited to traffic signals, pumping plants, highway lighting, highway advisory radios and high voltage equipment associated with bridges and related structures in Maintenance Facilities and Right of Ways. Driving and operating of equipment including, but not limited to various personnel hoists.
40%	E	Work may also require to lead or train one or more employee(s); as required inspects traffic signals and other electrical installations under contract.
10%	M	Makes electrical or electronic project estimates, keeps simple records, computer data entry, purchase supplies as necessary for this work.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Will act as a lead and oversee the work of lesser skilled employee(s). The work might involve a wide range of re-lamping, knockdown electrical, or electronics repair. Does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A valid Class C license is required; must be able to operate Class B equipment. Class "B" License desirable, within (6) months of date of hire. Knowledge of electrical theory and practice, including minor power, lighting and control circuits; materials, methods and equipment used in the installation, maintenance and repair of electrical and electronic control devices; Electrical Safety Orders, Codes, Cal OSHA requirements, Departmental Safety Policies and Procedures, and other codes applicable to the electrical function.

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; maintain records and prepare reports; prepare estimates and order materials and equipment; instruct, lead and inspect the work of crews engaged in highway electrical work; analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers. Employees of the State may be held liable for their own actions as a

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result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

WORK ENVIRONMENT

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Incumbent will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime, and responds to after-hour emergencies.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE